

SECRET

September 1964

MEMORANDUM FOR: Management Officer

SUBJECT: Coding, Abstracting, and Filing

REFERENCES: (a) Management's memo to OCD, September 17
(b) ORE's memo to Management, September 20
(c) OSI's memo to Management, October 3
(d) OCD's memo to Executive, October 14
(e) OCD Report "Central Reference Files," November 1

1. COAPS does not concur 100% in Management's plan set forth in its memorandum of September 16 to OCD, but does think that OCD could benefit from some of the recommendations therein. COAPS thinks action on the coding and abstracting as outlined hereunder should be expedited.

2. COAPS thinks that "abstracting" could and should be done by analysts in ORE and OSI and that cross-reference code numbers can be affixed by these analysts while making the abstract. These codes will supplement the original basic country and general subject codes affixed by OCD for indexing purposes when the document is received. OCD will continue its practice of reviewing its code numbers with the users to keep the subject matters of importance covered. OCD will continue to "abstract" books and loan documents only to the extent of indexing and listing tables of contents, etc., and will, for the time being at any rate, check the coding done by other offices on their abstracts so that it may be consistent with the classification scheme and machine methods, and so that the abstracts will also have the basic codes needed for central reference purposes when these may have been omitted by the specialists affixing the cross-reference codes.

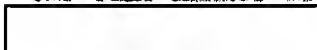
3. Basic index code numbers affixed in a central office receiving office seem to be necessary, plus additional cross-reference numbers from analysts to cover their detailed interests; and abstracts from analysts to cover their special interests and to keep the wheat from the more voluminous chaff, for their own future benefit as well as for the benefit of others who may have an interest in the subject.

4. COAPS recommendations on IR and BR will be withheld until the appropriate surveys are received for study. It now appears as though they should be developed as special files rather than as producers and disseminators of specialized substantive intelligence.

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5. OCD's November 1st report on Central Reference Facilities is recommended to show the general over-all facilities offered and in contemplation. OCD, working with the users in the other parts of CIA, should develop its facilities adequately, benefiting from the suggestions of others and from the studies within its own shop which OCD has been making in recent months. In this connection, OCD should prepare and submit for the DCI's approval a plan which will provide for the extension of the abstracting process to include all ORR desks in the same manner as this function is presently being performed by the



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cc: AD/OCD
Executive

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